

KALAMAZOO COUNTY CIRCUIT COURT / FAMILY DIVISION
AGENCY OR ATTORNEY DIRECT PLACEMENT CHECKLIST

****IF PUTATIVE FATHER NOT CONSENTING**

CASEWORKER: _____

ATTORNEY: _____

TELEPHONE #: _____

TELEPHONE #: _____

AGENCY #: _____

REPRESENTING: _____

☐ SUBSIDY ADOPTION

☐ INTERSTATE ADOPTION

DOCUMENTS FILED:

- ☒ Petition for Direct Placement Adoption...PCA301a
 - ☒ Non-Identifying Information Attached
- ☒ All Pre-Placement Assessments that have been done
- ☒ Payment of Filing Fee
- ☒ Certified Copy of Birth Certificate
- ☒ Order of Investigation / Date Entered: _____ (Back of Petition)
- ☒ Statement of Identifying Information...PCA340 (Place in sealed envelope if not exchanging identifying information)
- ☒ Statement to Accompany Consent in Direct Placement...PCA339
- ☒ Release of Information Handouts Served By The Court
 - ☒ Adoptive Parents
- ☒ Proof of Service---Information Handouts...JC12a
- ☒ Consent of: ☒ Parent(s), or ☐ Guardian(s)...PCA308 or 308a (See MCR 5.754)
- ☒ Motion for Immediate Confirmation (Item 12 on Petition)
- ☒ Release of Information Handouts Served By The Court
 - ☒ Birth Parents

FEES:

- ☒ Verified Accounting, with verified itemization and receipts (7 Days Prior to Formal Placement) to be submitted by:
 - ☒ Petitioner(s)...PCA347 ☒ Parent(s)...PCA348 ☒ Attorney...PCA346 ☐ Agency...PCA345
- ☒ Verified Accounting, with verified itemization and receipts (21 Days Prior to Confirmation) to be submitted by:
 - ☒ Petitioner(s)...PCA347 ☒ Attorney...PCA346 ☐ Agency...PCA345
- ☒ Final Order Allowing Fees and Costs...PCA341 (21 Days Prior to Confirmation with Fees)

Continued on Reverse Side

SUPERVISORY REPORTS FILED:

- ☒ 3 Month Supervisory Report Filed _____
- ☒ 6 Month Supervisory Report Filed _____
- ☐ Other _____

- ☐ Approved
- ☐ Approved
- ☐ Approved

ORDERS PREPARED:

- | | | Date Orders
Signed: | Date Cert.
Copy Mailed: |
|---|--------------------------|------------------------|----------------------------|
| <input checked="" type="checkbox"/> Order Terminating Rights...PCA318 | <input type="checkbox"/> | _____ | _____ |
| <input checked="" type="checkbox"/> Advice of Rights...PCA323 | <input type="checkbox"/> | _____ | _____ |
| <input checked="" type="checkbox"/> Proof of Service for PCA 308, 318 & 323 and
Handouts---To Consenting Parents...JC12a | <input type="checkbox"/> | _____ | _____ |
| <input checked="" type="checkbox"/> Order Placing Child...PCA320 | <input type="checkbox"/> | _____ | _____ |
| <input checked="" type="checkbox"/> Notice to Adopting Parents Re: Appeal/Rehearing...PCA325 | <input type="checkbox"/> | _____ | _____ |
| <input checked="" type="checkbox"/> Proof of Service for PCA320 And PCA325
To Petitioners...JC12a | <input type="checkbox"/> | _____ | _____ |
| <input checked="" type="checkbox"/> Order of Adoption...PCA321 | <input type="checkbox"/> | _____ | _____ |
| <input checked="" type="checkbox"/> Application to Establish New Michigan Birth Record
Following an Adoption...DCH-0854 | <input type="checkbox"/> | _____ | _____ |
| <input checked="" type="checkbox"/> Proof of Service for Final Orders of Adoption...JC12a | <input type="checkbox"/> | _____ | _____ |
| <input checked="" type="checkbox"/> Notice to Attorney at Confirmation* | <input type="checkbox"/> | _____ | _____ |
|
 | | | |
| <input type="checkbox"/> "Helping Adoptions Survive and Thrive" Handbook given to Petitioners at Confirmation*** | | | |
| <input checked="" type="checkbox"/> Agency files completed Adoption Facilitator Clearing House Record/Non-Confidential Information
form...FLA-4746 (PIF) not later than 10 days after entry of Order of Adoption | | | |
| <input checked="" type="checkbox"/> Court forwards PIF form to FIA not later than 15 Days after entry of Order of Adoption | | | |
| <input checked="" type="checkbox"/> Form filed by Agency and completed by Court - 710.58a(1)(a) | | | |
| <input type="checkbox"/> Form completed by Court, if PIF not filed by Agency - 710.58a(1)(b) | | | |
| <input type="checkbox"/> Proof of Service...JC12a | | | |

*Kalamazoo County Form

**See Step-Parent Putative Father Example

***Kalamazoo County Booklet

F-1a